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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General State Fire Marshal's Office Arson Investigation Division #7 Martin Luther King, Jr. Drive Atlanta, Georgia 30334	Application Number <b>75-182-A</b>	
Application Number		Date Received FEB 25 1981	Date Completed MAR 3 1981
2. Person to Contact Clyde Bowden		Working Title Assistant State Fire Marshal	Telephone Number 656-2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>75-182</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1949 to      present		5. Records Series Title (followed by title used in office, if different) Case Action Investigation Reports File	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The State Fire Marshal is responsible for the prevention of the destruction of life and property by fire, panic from fear of fire, and explosion and related hazards as directed by the Georgia Safety Fire Act and Factory Manufactured Movable Homes Act. This involves investigating structural and vehicle fires of suspicious origin to determine cause; inspecting the fire scene and screening debris for incendiary devices, accelerants and foreign materials; aiding in the elimination of accidental causes of fires; and interviewing witnesses, compiling investigative reports and furnishing evidence of criminal acts to the proper authorities. The State Fire Marshal is also responsible for inspecting mobile homes, race tracks, carnivals, and other structures to ensure compliance with the rules and regulations of the aforementioned Acts.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		Investigating fires of a suspicious nature, fires of an undetermined origin, and fires involving loss of life.	
Included are:		Privileged and Confidential Case Action Reports (FM-6), Arrest/Conviction/Acquittal Forms (FM-6C), Laboratory Reports, Photographs, and related correspondence.	
File is arranged:		Alphabetically by last name of investigator; thereunder numerically by case number.	
File is arranged:		Alphabetically by last name of investigator; thereunder numerically by case number.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>6</u> ; twenty-five months and older <u>3</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1 3/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 15 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Criminal/investigative confidential reports.

Refer to Records Management Bulletin 75-9, section #6, Criminal Justice Records.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 12 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	2/23/81		2-24-81
		State Records Committee (Signature)	Date
State Auditor/Designee			3-3-81
Secretary of State/Designee			3-2-81
Attorney General/Designee			3-3-81

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received AUG - 4 1975	Application No. 75-182
3. AGENCY, Division, Subdivision & Administering Office Address Comptroller General State Fire Marshal Arson Investigation Division #7 Hunter St, Atlanta, Ga. 30334		4. Person to Contact John R. "Bob" Gore Barbara Driskell -	Date Completed SEP - 3 1975
		5. Working Title State Fire Marshal	6. Tel. No. 656-2064

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series

1960 to date

9. Exact Series Title

Case Action Investigation Reports File

10. What is the function of the office in which this record series is created?

The State Fire Marshal is responsible for the prevention of the destruction of life and property by fire, panic from fear of fire, and explosion and related hazards as directed by the Georgia Safety Fire Act and Factory Manufactured Movable Homes Act. This involves investigating structural and vehicle fires of suspicious origin to determine cause; inspecting the fire scene and screening debris for incendiary devices, accelerants and foreign materials; aiding in the elimination of accidental causes of fires; and interviewing witnesses, compiling investigative reports and furnishing evidence of criminal acts to the proper authorities. The State Fire Marshal is also responsible for inspecting mobile homes, race tracks, carnivals, and other structures to ensure compliance with the rules and regulations of the aforementioned acts.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Investigating fires of a suspicious nature, fires of an undetermined origin and fires involving loss of life.

Included are: Preliminary Case Action Report (FM 6A), Privileged and Confidential Case Action Report (FM-6 & FM-6 Part II), Conviction-Arrest - Acquittal Form (FM 6C), Laboratory Reports, Photographs, and related correspondence.

File is arranged: Alphabetically by name of investigator; thereunder numerically by case number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	15	22.5		1	1 1/2 cuft.
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				35 sq. ft.	360 sq. in.
Record Center Boxes		2 Boxes		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	6	4
				3	3

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
|   | YES                                 | NO                                  |
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16. Does the series contain classified information requiring security handling?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. REQUIREMENTS. The following requires the files to be kept 15 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Needed for reference

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 10 year(s):  
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 25 year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Fred Anderson</i>		Date <u>8-15-75</u>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>U. P. P. P.</i>		8-14-75	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>		8-29-75	
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>		8-28-75	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Al Sheel</i>		8-29-75	

STATE RECORDS  
COMMITTEE